

3

Leisure time

Learning objectives in this unit

- Talking about your work-life balance
- Talking about your likes and dislikes
- Exchanging contact details
- Ending a conversation
- Using the past simple and present perfect to talk about past experiences

Activity

- Corridor conversations

Starting point

- 1 What is 'work-life balance'?
- 2 Why should employers care about work-life balance?
- 3 Is there a 'long-hours' working culture in your country?

Working with words | Work-life balance

1 Read this article and answer questions 1–3.

- 1 Do you work similar hours to Todd Einck in his old job or his new job?
- 2 What does Todd tell his employees? Do you think he is right?
- 3 Could you do the same at your workplace? Why / why not?

No more late nights

After working fifteen-hour days for most of his career, Todd Einck, 42, left his sales job and started JLT Mobile Computers. He wanted to create an organization where he could control his schedule and have time for his wife and young children. Nowadays, Todd leaves work by 5.10 p.m. almost every evening and he tells his fifteen employees to do the same. Working at the weekend or taking assignments home is also not allowed.



2 This is a quiz about your work-life balance.

- 1 Complete the quiz. Then add up your scores and turn to File 02 on page 135.
- 2 Do you agree with your results?

Find out your work-life balance

Write 2 if the statement is true for you, 1 if it's mostly true and 0 if it's not true.

- 1 I have plenty of time for outside interests and hobbies.
- 2 I occasionally do overtime if it is paid.
- 3 I work flexitime or am able to organize my work and home life around each other.
- 4 I leave my 'to do' list on my desk and rarely work from home.
- 5 I regularly relax by doing exercise or socializing with friends.
- 6 I regularly play sports in order to make useful work contacts.
- 7 I take all my paid leave every year and go on holiday.

3 10▶ Work with a partner. Listen to this conversation between two colleagues, Nina and Florin. Student A, listen to Nina. Which parts of the quiz can you answer for her? Student B, listen to Florin. Which parts of the quiz can you answer for him? Now compare Nina and Florin's work-life balance. Who do you think has a better work-life balance?

4 Match these verbs from the quiz in 2 and audio 10▶ to the words in 1–4.

take make do work

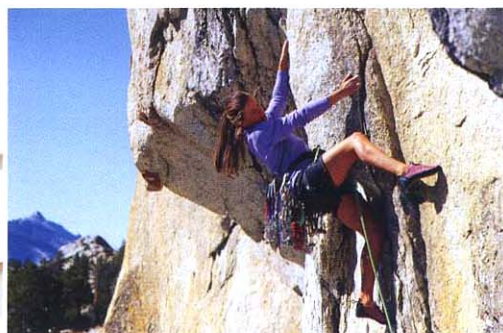
- 1 _____ exercise / work / overtime
- 2 _____ me somewhere / some holiday / paid leave / time off
- 3 _____ late / from home / flexitime
- 4 _____ time / useful contacts / progress

5 Work with a partner. Talk about the following using words from 4.

- a typical week (*Example: I regularly work from home ...*)
- this week or last week (*Example: I made a lot of progress last week ...*)
- your holidays this year (*Example: I'd like to take three weeks ...*)
- the company policy on overtime (*Example: We do three hours extra ...*)

6 Work with a partner. Use adjectives from the list to describe the activities in the pictures.

exciting boring relaxing exhilarating tiring
interesting frightening enjoyable hard work



7 Work with a partner. Take turns to describe what you do outside work and why.

Example: I cook a lot because it's relaxing and interesting to create new dishes.

8 11▶ A lot of adjectives in 6 can have an *-ing* ending or an *-ed* ending. Listen again. Which ending do you hear? Which form of the adjective describes how a person feels?

- 1 I got home at about midnight. I'm really *tired* / *tiring*.
- 2 I'm taking the kids camping tomorrow. They're so *excited* / *exciting*.
- 3 I made dinner and watched a *bored* / *boring* documentary about plants.

» For more exercises, go to Practice file 3 on page 106.

9 Work with a partner. Say what you are

- | | |
|-----------------|------------------|
| • interested in | • bored with |
| • tired of | • exhilarated by |
| • excited about | • frightened of. |

10 What's your ideal balance of work and leisure time? Think about the following. Then work with a partner. Take turns to describe the current situation in each area, how you might like to change things, and how this would make you feel.

- | | |
|----------------------------|-------------------------------------|
| • hours worked in the week | • activities outside work |
| • hours in the office | • number of weeks' holiday per year |
| • type of job | • types of holiday |

Tip | really and so

Use *really* or *so* to add emphasis.

I'm really excited.

I'm so tired.

I really like cycling.

It's so exhilarating.

Note that when you use *really* with the negative form you can say either of the following

1 *I really don't like cycling.*

2 *I don't really like cycling.*

The position of *really* in 1 adds greater emphasis. The speaker in 1 dislikes cycling more than the speaker in 2.

Exchanging information | Talking about leisure | Exchanging contact details



- 1 12▷** Mirella Lyrio from Brazil is on a three-month work placement at a Swedish company. It is the end of her first week and she meets her line manager, Leif Gunnarsson. Listen and complete her notes.

Department in week 1: _____

Department in week 2: _____

Travel to: _____

Weekend plans: _____

Need to buy: _____

- 2 12▷** Listen again and complete these questions. Can you remember Mirella's answers to Leif's questions? Listen again and check if necessary.

- 1 _____ working in (HR)?
- 2 _____ your first time in (Europe)?
- 3 _____ things do you like doing?
- 4 _____ the accommodation?
- 5 _____ the family?

- 3** Work with a partner. You are both working abroad on a six-month work placement / contract. Decide what country and department you are in. Then take turns to ask and answer the questions in 2. Change the information in brackets.

- 4 12▷** Match the phrases from the list to the words in *italics* in 1–4. Then listen again and check your answers.

isn't keen on isn't crazy about 's interested in 's fond of

- 1 She wants to know more about Human Resources. _____
- 2 He really likes and cares about Brazil. _____
- 3 She is not enthusiastic or excited about shopping. _____
- 4 She doesn't really like museums. _____

Tip | *like* + *-ing* or the infinitive

You can use the infinitive or the *-ing* form after the verb *like*. In British English *like* + *-ing* is normally used to talk about enjoyment and leisure activities. *Like* + the infinitive is used for choices and habits. In American English, *like* + the infinitive is normally used for both.

Do you **like reading** novels? / I **like to relax** at the weekend. (British English)

Do you **like to read** novels? (American English)

5 Work with a partner. Talk about things you like or dislike and about your interests using this table.

Example: I'm really interested in marketing.

I'm (not)	(really)	interested in fond of keen on crazy about	<i>area of work, e.g. computers. city / country, e.g. Paris. subject, e.g. mathematics. activity, e.g. cooking. sport, e.g. golf. friends.</i>
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6 13▶ Listen to the rest of Mirella's conversation with Leif and complete her notes. How does Mirella check her spelling?

Extension no.: _____
 _____ for an outside line.
 Company no.: _____
 Email: _____

7 Write down two telephone numbers and two email addresses.

- 1 Tell your partner your email addresses and telephone numbers.
- 2 Listen to your partner's email addresses and telephone numbers and write them down.
- 3 Check you both got them right.

» For more exercises, go to **Practice file 3** on page 106.

8 Work with a partner. Read the information for Student A and Student B below and plan what questions you might ask or what you might say about the following.

- accommodation
- work responsibilities
- free time and interests

Student A: You are on a placement at a new company. It is the end of your first week.

Student B: Your partner is on a placement at your company. Check that he / she is happy with everything.

Have the conversation and exchange contact details for the weekend.

i » Interactive Workbook » Email

Key expressions

Talking about leisure and interests

Do you like playing tennis / to relax in the evening?

Is this your office / favourite restaurant?

What sort of music do you like / things do you like doing?

How is your hotel / often do you play?

How do you find our country / your job?

Talking about likes and dislikes

I like / really like / love (+ -ing / to ... / noun)

I don't like / hate (+ -ing / to ... / noun)

I enjoy / don't enjoy (+ -ing)...

I'm (not) interested in / keen on / fond of / crazy about (+ -ing / noun)

Saying telephone numbers

00 = double zero / zero zero / double oh (British English)

Say telephone numbers in groups of three or four: 096 ... 745 ... 6745

Saying email addresses

/ (forward) slash

. dot

_ underscore

- dash

@ at

lower case / UPPER CASE

Checking spelling

S for sugar

E for egg

P for Paris, etc.

i » Interactive Workbook
 » Phrasebank

Practically speaking | How to end a conversation

1 Which of these expressions signal the end of a conversation?

- 1 Anyway, I'd better get on.
- 2 I need to go now, I'm afraid.
- 3 I'll get back to him in a minute.
- 4 I should get back to work.

2 14▶ Listen to the ends of three conversations and check your answers in 1.

3 14▶ Listen again. How do the people respond to the phrases you chose in 1?

4 Work in small groups. Have conversations on the following subjects. End the conversations politely before starting the next one with a different person.

- what you did yesterday evening
- a problem you're having at work
- a phone call to check on the time of a meeting

Language at work | Past simple and present perfect

- 1** Work with a partner. Think of questions for these answers. Compare your ideas with the rest of the class.
- ‘Good, thanks.’ ‘Yes, I did. It was fascinating.’
‘Yes, a couple of times.’ ‘No, I haven’t.’
- 2** 15▷ It is Monday morning. Mirella Lyrio is waiting for her manager, Leif, outside his office. Listen for the answers in 1. What were the questions?
- 3** 15▷ Listen again. Decide if these sentences are true (T) or false (F). How do you know which sentences are false? Discuss your ideas with a partner.
- Mirella waited for Leif and then left. ____
 - She went to the museum on Saturday. ____
 - Leif went there a couple of times on Saturday. ____
 - Miriam has never met Mirella. ____
 - Miriam has organized a desk for Mirella and it’s ready for her to use. ____
 - We don’t know when Leif played tennis. ____
 - Before the weekend, we don’t know when Leif last played tennis. ____
- 4** Match sentences a–d below to meanings 1–4.
- Talking about a finished action that took place at a specified time: ____
 - Asking about an action / event – the speaker doesn’t say / know / ask when it took place: ____
 - Talking about a very recent action / event: ____
 - Asking about an action / event – the speaker asks / knows when the event took place: ____
- a I’ve just organized a desk for you to work from.
b Did you go to the museum on Saturday?
c Leif played tennis at the weekend.
d Have you met Mirella?
- 5** Complete these sentences with *since* or *for*.
- I haven’t played tennis _____ ages. = _____ + a period (days, months, years)
 - I haven’t seen you _____ January. = _____ + a specific time (day, date, year)
- 6** Work with a partner. Choose the correct answer from the words in *italics*.
- I *booked* / *have booked* the hotel yesterday.
 - Have you ever been* / *Did you ever go* to India?
 - I live in London now, but I *have lived* / *lived* in Paris from 2000 to 2002.
 - I *haven’t seen* / *didn’t see* him recently.
 - Last year I *have changed* / *changed* jobs.
 - Did you go* / *have you been* to the meeting last week?
 - He has worked here *since* / *for* eight years.
 - She has been the CEO *since* / *for* December 2005.

» For more information and exercises, go to Practice file 3 on page 107.

Tip | Conversations

The present perfect is often used to start conversations. Speakers often use the past simple to continue the conversation and ask for / give more details.

- A *Have you been* to Brazil?
B Yes I *have*.
A When *did* you go?
B I *went* two years ago.

- 7** Work with a partner. Ask and answer questions about the following. Start the questions with the word in *italics*.

- your present job / company (*How long have ...?*)
- date you joined (*When did you ...?*)
- previous job (*What was ...?*)
- education (*Where did you ...?*)
- travel (*Have you ever been ...?*)
- people (*Have you met ...?*)
- other subjects (*I still haven’t asked you about ...*)

Corridor conversations

Work in small groups. Each player places a counter on 'Start'. Take turns to roll a dice and move to another square.

Green squares – ask all the players a question using the phrase.

Blue squares – move to the nearest square another player is on and speak to that player.

Pink squares – a player talks to one other player.

Purple squares – follow the instructions.

The player who lands on 'End' first is the winner.

Start

Move to another player's square. Ask him / her about last night.

Have you met ...?

End

Do you like ...?

Move to another player's square. Say hello and ask a question.

Ask another player what he / she thinks of Mexican food.

Check the spelling of another player's name.

You make a useful contact. Have another go.

Move to another player's square. Ask him / her a question about his / her leisure time.

Where did you go when you last went abroad? Move to join a player who has also been there.

Work some unpaid overtime. Miss TWO goes.

Check another player's telephone number.

Take a day off. Miss a go.

(...) did you ...?

Ask another player what he / she thinks of football.

How do you find ...?

What sort of ...?

Check another player's email address.

Move to another player's square. Talk to him / her about last weekend then end the conversation politely.

Activity

File 01 | Unit 1

Case study, Task, Exercise 1, page 11

Job Property developer

Company EBI (Elite Building International) – builds and sells property in the UK, France, Italy, and Spain.

Reasons for attending networking event

Professional: Look for business partners. Want to find a printer for your brochures and promotional literature.

Personal: Would like to arrange a study tour for your daughter.

Interests Collecting modern art, golf

Job Event organizer

Company Instant Events – organizes conferences and hospitality events (venue, catering, photographers, printed invitations).

Reasons for attending networking event

Professional: Make contacts and find potential customers. Find partners who can offer exciting events and motivational prizes.

Personal: Would like to organize your next holiday.

Interests Extreme sports, languages, travel

Job Travel agent

Company Romano Travel – specializes in exciting and unusual holidays, e.g. sledging with dogs in the north of Canada, eco-tourism in the Brazilian rainforest.

Reasons for attending networking event

Professional: Sell your holidays. Find new partners.

Personal: Make friends. Improve your social life.

Interests Sport, travel, cooking

Job Cook and caterer

Company EPG – specializes in international cuisine. Has cookery schools for young people in Florence and Lyon.

Reasons for attending networking event

Professional: Would like to expand the business into gastro-tourism. Look for partners in the travel industry and people who can take care of promotional material and packages.

Personal: Would like to find people who share your hobbies.

Interests Languages, sport, exotic travel

Job Hot-air balloon pilot

Company Hot Air Experiences – offers flights over castles, forests, and famous landmarks across Europe. Also arranges trips to African game parks. Great as incentives and prizes to customers and sales staff.

Reason for attending networking event

Professional: Find new partners. Find a sponsor for your next expedition.

Personal: Meet some interesting people.

Interests Photography, music

Job Marketing manager

Company Speakeasy, a chain of language schools with centres in all the major European capitals. Also runs holiday courses for young people in different countries.

Reasons for attending networking event

Professional: Find new partners and customers.

Personal: Would like to buy a property in Spain.

Interests Eating out, travel, walking, cycling

Job Customer services manager

Company Paper Solutions – hi-tech printers specializing in promotional literature and company prospectuses for prestigious organizations.

Reasons for attending networking event

Professional: Make new business contacts.

Personal: Meet some interesting people.

Interests Golf, tennis, travel

File 02 | Unit 3

Working with words, Exercise 2, page 18

Work-life balance quiz

What your score means

0–4 Your life is out of balance. Put less emphasis on your job and give more time to family, friends, and leisure pursuits.

5–9 Your work-life balance is OK but be careful. You need to spend more time relaxing.

10+ Your work-life balance is good. It's about 50:50. Don't change it!